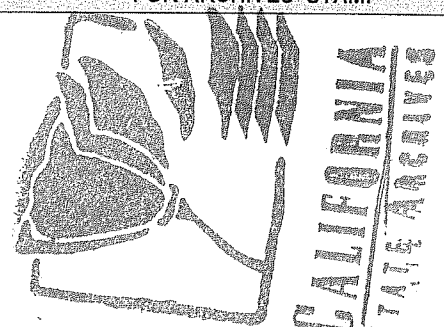


RECORDS RETENTION SCHEDULE

GC 28193

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAMSubmit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Air Resources Board		(2) AGENCY BILLING CODE 64700		(3) PAGE 1 OF 22 PAGES	
(4) DIVISION/ BRANCH/ SECTION Planning and Technical Support Division		(5) ADDRESS 1001 I Street, Sacramento, Ca 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)–(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 20	(10) SCHEDULE DATE 2-13-08	(11) NUMBER OF PAGES 22	(12) CUBIC FEET (Total Schedule) 1,082	
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 20	(14) APPROVAL NUMBER 98-255	(15) APPROVAL DATE (S) 10/21/98	(16) PAGE NUMBER(S) REVISED 1-11	
(17) MISSION/FUNCTIONAL STATEMENT : The Planning and Technical Support Division (PTSD) assesses the extent of the State's air quality problems and the progress being made to abate them, coordinates statewide development of clean air plans, maintains the Air Resources Board's (ARB) databases pertaining to air quality and emissions, and applies practical and effective tools to use these data to explain the nature of California's air pollution problems in terms that may be used to design cost-effective strategies to improve the air quality. The Division's technical work provides a framework for clean air plans and ARB's regulatory programs. This support is provided in the areas of management and interpretation of emission inventory and aerometric (air quality and meteorological) data and of air quality modeling.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Linda C. Yuen</i>		(19) TITLE Division Chief		(20) PHONE NUMBER (916) 322-5350	(21) DATE SIGNED 2-13-08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Laura Gonzalez</i>	(23) CLASSIFICATION Records Management Coordinator		(24) NAME (Printed or Typed) Laura Gonzalez	(25) PHONE NUMBER (916) 324-1921	(26) DATE SIGNED 2-13-08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT <i>John C. Fort</i>		(28) APPROVAL NUMBER 08-066		(29) DATE SIGNED 2/24/2008	(30) EXPIRATION DATE 2/24/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:				FOR ARCHIVES' STAMP	
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>			(34) DATE SIGNED April 25, 2008		

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

**PLANNING AND TECHNICAL
SUPPORT DIVISION (PTSD)**

①	30	NOTIFY ARCHIVES	Chronology Files -- Files contain General Correspondence, Scientific Data, Division Letters and Memos.	P		3		5	8		This information is generated by PTSD. The information contained in these records is of historical significance to ARB and the State of California. To be stored until no longer needed for reference, research or analysis, whichever is later.
---	----	--------------------	---	---	--	---	--	---	---	--	--

Administrative Analysis Section

Records Management

2	.5		Records Retention Schedule (Std. 73)	P		C			C		Current until superseded. Although revision is required every five years from the date approved by the Department of General Services (DGS), Records Retention Schedules (RRS) that are not revised remain in effect but are considered non-current.
3	.5		Std. 70 – Records Inventory Worksheets	P		C			C		Retain as current until next inventory.
4	.5		Std. 71 – Records Transfer Lists	P		C			C		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
5	.5		Std. 76 – State Records Center Reference Requests (Departmental record copies)	P		A			A		Retain as active until request for referral or withdrawal is completed.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
6	7		Administrative files: Personnel files, Travel Expense Claims, Timesheets	P		2			2	XI	Confidential informal files. Maintain until individual retires, separates, or leaves department. Originals are kept in Administrative Services Division (ASD). Requires confidential destruction.
7	7		Division Contract Files (Copies, including backup documents)	P		A+2			A+2		Information copies only. Contracts are working copies only. Originals kept in ASD. Active until contract is complete – keep two more years, then destroy.
8	6		Division Budget Files -- includes Budget Change Proposals, Equipment Requests, and Purchase Orders	P		A+2			A+2		Active during specific budget year.
The Goods Movement Sections											
⑨	48	NOTIFY ARCHIVES	Program Guidelines, and Board Actions on Projects – Long Term	P		10			10		This program was created by legislation on August 20, 2007. As such, these represent our best estimates of records until the program is developed and operating.
⑩	24	NOTIFY ARCHIVES	Allocation Plan and Program Guidelines, and Board Actions on Projects – Short Term	P		3			3		New Item
11	40		Applications and Grants	P		5			5		New Item
⑫	18	NOTIFY ARCHIVES	Reports and Guidance – Long Term	P		10			10		New Item
⑬	18	NOTIFY ARCHIVES	Reports and Guidance – Short Term	P		5			5		New Item

08-066

New Program

08-066

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

AIR QUALITY DATA BRANCH (AQDB)

14	3	NOTIFY ARCHIVES	Branch Chronological Correspondence	P		3		3	6		Files necessary for Branch operations. The information contained in these records is of historical significance to the Air Resources Board and the State of California. To be stored until no longer needed for reference, research, or analysis, whichever is later.
15	12	NOTIFY ARCHIVES	AQDB Staff Reports, Board Meeting Information, Fact Sheets, Memos and Final Reports, Annual Almanac of Air Quality and Emissions, Annual NAMS/SLAMS Report	P		A+2		10	A+12		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
16	1		AQDB Annual Data DVD	M		A+2		10	A+12		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
17	8		AQDB Original Data Sheet that contain original pollutant values and Quality Control Data Correction Sheets	P		A+3			24	A+27	Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
18	1		AQDB disks containing original submittal data (Data Action that contain episode days)	M		A+2		10	A+12		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

AIR QUALITY & TRANSPORTATION PLANNING BRANCH (AQTPB)

19	16	NOTIFY ARCHIVES	AQTP Branch Correspondence/General Chron; Subject; Air Pollution Control Districts	P	5				5		Files necessary for Branch operations. The information contained in these records is of historical significance to the Air Resources Board and the State of California. To be stored until no longer needed for reference, research, or analysis, whichever is later.
20	3		Office Personnel Records Applications; Duty Statements; Job Descriptions	P	A+2				A+2	XI	Confidential informal files. Maintain until individual retires, separates, or leaves department. Originals are kept in Administrative Services Division (ASD). Requires confidential destruction.
21	3		Office Time Sheets	P	3				3	XI	Confidential informal files. Maintain until individual retires, separates, or leaves department. Originals are kept in Administrative Services Division (ASD). Requires confidential destruction.

Southern California Liaison Section

22	9	NOTIFY ARCHIVES	Misc. State Implementation Plan (SIP) Planning correspondence with Air Districts	P	A+10				A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
----	---	--------------------	--	---	------	--	--	--	------	--	--

08-066

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

State Implementation Plan (SIP)Library

23	130	NOTIFY ARCHIVES	Federal and California Clean Air Act State Implementation Plans; transmittal letters; public hearing/meeting notices; staff reports; board meeting summaries; air district correspondence; Federal and State classifications/designations; SIP development background materials; emission inventories; emission budgets; transportation conformity; regional transportation plans; staff review and comments; emissions inventory; and transport assessment and mitigation.	P	A+10				A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis..
24	53		Reference/Guidance: Federal register notices; policy and guidance memos; Federal sanction notices and deficiency letters; Federal Clean Air Act correspondence and testimony; State/ARB guidance documents and reference materials; other states' documents for reference; misc. air quality studies and research; public record requests; airport project.	P	A+10				A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
25	16		Post 1986 SIP Planning documents: Federal state implementation plans; air districts correspondence.	P	A+10				A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.

08-066

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

Motor Vehicle Assessments Section

26	11		Emission budgets; EMFAC modeling; documentation	P		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
----	----	--	---	---	--	------	--	--	------	--	--

**EMISSION INVENTORY
BRANCH (EIB)**Emission Inventory Systems Section

27	177		Emission Inventories – Inactive	P/ CD		1		3	4		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on CD.
28	1		Emission Inventories – Active	CD		1			1		After one year, item moves to inactive category. Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
29	48		Inventory Reference	P/ CD		2		3	5		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on CD.

ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
30	28		Forecasting Reference and Forecasting Historic Reference	P/ CD		2		3	5		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on CD.
(31)	32	NOTIFY ARCHIVES	Area Source Methodology Documentation	P/ CD		4		3	7		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on CD.
(32)	4	NOTIFY ARCHIVES	Owens Lake Documentation	P		5		5	10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
<u>Emission Inventory Analysis Section</u>											
33	4		Particulate Matter Data	P		A+5		10	A+15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
34	10		Particulate Matter	P		A+5		10	A+15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
35	3		Particulate Matter Reference	P		A+5		15	A+20		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
36	2		Speciation and Reactivity	P		A+5		10	A+15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
37	18		Gridding Reference Maps	P		A+5		15	A+20		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
38	5	NOTIFY ARCHIVES	California Clean Air Act Fee Regulation	P		A+5		10	A+15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
39	4		Geographical Information Systems (GIS) Reference Maps	P		A+5		10	A+15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
40	4	NOTIFY ARCHIVES	Southern California Ozone Study	P		2		5	7		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
41	2	NOTIFY ARCHIVES	Greenhouse Gas 1990 Emission Inventory (Inventory, OAL Package and Documentation)	P/CD		5		5	10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on CD.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
<u>Environmental Justice and Special Projects</u>											
42	30		Toxics Emission Data	P		15			15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
(43)	25	NOTIFY ARCHIVES	Toxics Air Contaminant Identification and Control Emissions Information	P		5		10	15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
(44)	15	NOTIFY ARCHIVES	Air Toxics Hot Spots Emission I Reporting Regulatory Information	P		5		10	15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
(45)	32	NOTIFY ARCHIVES	Air Toxics Hot Spots Fee Regulation	P		5		10	15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
(46)	3	NOTIFY ARCHIVES	Community Health/SB25 Environmental Justice Files -- Outreach, flyers, handouts, and factsheets	P		4		4	8		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
47	4		Geographical Information Systems (GIS) Reference Maps	P		A+5		10	A+15		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

Climate Change Reporting Section

(48)	2	NOTIFY ARCHIVES	Greenhouse Gas Reporting Protocols	P/ CD		5		5	10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on CD.
(49)	2	NOTIFY ARCHIVES	Greenhouse Gas Reporting Documentation	CD		5		5	10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.

**MOBILE SOURCE ANALYSIS
BRANCH (MSAB)**

(50)	7	NOTIFY ARCHIVES	Branch Correspondence	P		3		3	6		Files necessary for Branch operations. The information contained in these records is of historical significance to the Air Resources Board and the State of California. To be stored until no longer needed for reference, research, or analysis, whichever is later.
51	3		Personnel records: timesheets, etc.	P		3			3	XI	Confidential informal files. Maintain until individual retires, separates, or leaves department. Originals are kept in Administrative Services Division (ASD). Requires confidential destruction.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

Analysis Section

52	4		Emissions Inventory Documentation and Reports	P/ CD		10		10	20		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on CD.
53	1		Internal and External email correspondence	CD		A+10		10	A+20		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. These records are kept in the event they are needed due to a Freedom of Information Act request.

Off-Road Analysis Section

54	6		Emissions Inventory Documentation and Reports	P/ CD		10		10	20		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on CD.
55	1		Internal and External email correspondence	CD		A+10		10	A+20		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. These records are kept in the event they are needed due to a Freedom of Information Act request.

Regulatory Support Section

56	<1		Technical Memos	CD		10			10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
----	----	--	-----------------	----	--	----	--	--	----	--	--

08-066

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
57	<1	NOTIFY ARCHIVES	Regulatory Support Inventory Models and Documentation	CD		10			10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
58	<1		Internal and External email correspondence	CD		A+10		10	A+20		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. These records are kept in the event they are needed due to a Freedom of Information Act request.
MODELING AND METEOROLOGY BRANCH (MMB) <u>Atmospheric and Modeling Support Section</u> and <u>Regional Air Quality Modeling Section</u>											
59	9		Chronology Files	P		3		3	6		Files necessary for Branch operations. The information contained in these records is of historical significance to the Air Resources Board and the State of California. To be stored until no longer needed for reference, research, or analysis, whichever is later.
60	1	NOTIFY ARCHIVES	San Joaquin Valley Policy	P		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
61	9		San Joaquin Valley Air Quality Study Contracts; Invoices and Correspondence	P		A+20			A+20		Ongoing air quality study and/or contracts. Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
62	2		SARMAP – Modeling System including Meteorological Model, Emissions Model, and Air Quality Model for 1994 SJV SIP; User's Guide and Code	P/ D		20			20		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on microfiche.
63	1		CCOS – Central California Ozone Study; Contract and Reports	P/ D		20			20		Contracts are informational/working copies only: Originals kept in ASD. Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on microfiche.
64	9		Toxics – Modeling Support, Review, and Community Health	P/ D		10			10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on microfiche.
<u>Meteorology Section</u>											
65	3/ 2		Meteorological Section Maps: Wind Flow Charts & Surface Pressure Charts 2002-2005 (500 mb charts are part of the Daily Work Package)	P/ D		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on microfiche.

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
66	<1		NWS Difax Program Charts 1995-2003 (with some years missing)	P		2			2		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
67	15		NWS Difax Charts – Analysis Charts (surface, 850 mb, 500 mb, & 300 mb) 1998-2003.	P		2			2		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
68	4.5		NOAA Daily Weather Maps 4/68 – 9/03 (no longer being produced)	P		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
69	1		U.S. Surface Weather Station Data (no longer being produced) – data received electronically archived on CD's since 1998	CD		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
70	<1		NOAA CD of International Surface Obs (1982-1997)	CD		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
71	11		Daily Weather Observations (1 st and 2 nd order stations) ~1948-1991	D		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
72	1		Rawinsonde Data (10/18/01) CD-ROMs (1946-1996) from NOAA/NCDC	CD		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.

08-066

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
73	18/ 4		California Climate Data (Local, State, and National Summaries) 1931-2007	P/ D		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis. Older files are paper files, more recent files are on microfiche.
74	16		Daily Work Packages with Sac Valley Allocation (with plotted APOB soundings and Rawinsonde Data) ~ 1992-current	P		A+10			A+10		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.
75	22	NOTIFY ARCHIVES	Ag-burn Notices (working papers, decisions, CB's, and summaries) ~1971-current	P		A+10			A+10		Permanent records per our Office of Legal Affairs (OLA).
76	3		Meteorology APOB Contract Files (Contracts and Invoices) Current and previous 3 years	P		6			6		Information copies only. Contracts are working copies only. Originals kept in ASD. Active until contract is complete – keep six years, then destroy.
77	2		3,000 Foot Chart (part of Daily Work Package 7/02 – 7/05)	P		4			4		Program files necessary for Branch operations. Active until program is completed. Files to remain on-site for reference, research, and analysis.

* Provide total of office and departmental

RECAPITULATION

The "Technical Support Division" (TSD) name was abolished and reorganized into the "Planning and Technical Support Division" (PTSD) in 1999. The Information Systems Branch (ISB) became a new and separate new division called Office of Information Services Division (OIS).

Item #	Previously Item # (TSD's RRS 98-255)	Description of Records/Files/Documents
1	5	Division Chronology Files -- Files contain General Correspondence, Scientific Data, Division Letters and Memos.
2	1	Records Retention Schedule (Std. 73)
3	2	Std. 70 -- Records Inventory Worksheets
4	3	Std. 71 -- Records Transfer Lists
5	4	Std. 76 -- State Records Center Reference Requests (Departmental record copies)
14	9	Air Quality Data Branch Chronological Correspondence
18	11	AQDB disks containing original submittal data (Data Action that contain episode days)
59	21	MMB Chronology Files
60	22	San Joaquin Valley Policy
61	23	San Joaquin Valley Air Quality Study Contracts; Invoices and Correspondence
65	24	Meteorological Section Maps: Wind Flow Charts & Surface Pressure Charts 2002-2005 (500 mb charts are part of the Daily Work Package)
75	27 & 32	Ag-burn Notices (working papers, decisions, CB's, and summaries) ~1971-current
72	28	Rawinsonde Data (10/18/01) CD-ROMs (1946-1996) from NOAA/NCDC
73	29	California Climate Data (Local, State, and National Summaries) 1931-2007
74	30	Daily Work Packages with Sac Valley Allocation (with plotted APOB soundings and Rawinsonde Data) ~ 1992-current
76	31	Meteorology APOB Contract Files (Contracts and Invoices) Current and previous 3 years
27	38	Emission Inventories -- Inactive
28	39	Emission Inventories -- Active
29	40 & 46	Inventory Reference

30	43 & 44	Forecasting Reference and Forecasting Historic Reference
33	47	Particulate Matter Data
34	48	Particulate Matter
35	49	Particulate Matter Reference
37	54	Gridding Reference Maps
36	55	Speciation and Reactivity
38	56	California Clean Air Act Fee Regulation
42	57	Toxics Emission Data
43	58	Toxic Air Contaminant Identification and Control Emission Information
44	60	Air Toxics Hot Spots Emission I Reporting Regulatory Information
45	61	Air Toxics Hot Spots Fee Regulation
31	62	Area Source Methodology Documentation

During reorganization the following records on TSD's RRS 98-255 were transferred to OIS.

Item # (TSD's 98-225 RRS)	Description of Records/Files/Documents
12	Chronology Files – Files contain general correspondence, division letters, and memos
13	Workgroup Computing Justification Forms
14	Operational Recovery Plan
15	Operational Recovery Plan Emission Inventory (ATED)
16	Operational Recovery Plan 10 3.5 discs
17	Information Management Annual Plan
18	ARB Agency Information and Management Strategy
19	Information Systems Memos Policy, Procedures, and Informal Updated Information Technology
20	Building Security Card Key Application

During reorganization the following records on TSD's RRS 98-255 were inadvertently recycled or destroyed.

Item # (TSD's 98-225 RRS)	Description of Records/Files/Documents
25	Meteorology Maps Microfilm Reels (MMB)
26	Meteorology Maps Microfiche (MMB)
33	Constant Pressure Charts 1969-1994, 1877-1958, 1819-1892 (Microfilm) (MMB)
34	North American Surface Charts 1935-1996 (MMB)
35	All US Weather Station Weather Data-Civilian 1935-1997 (MMB)
41	Forecasting Reports/Data
42	Emission Inventory Requests (EIB)
45	Forecasting Redesign
50	Gridding (Spacial Distribution of Emissions in Ventura and Santa Barbara)
51	Gridding (Spacial Distribution of Emissions in South Coast)
52	Gridding (Spacial Distribution of Emissions in San Joaquin Valley)
53	Gridding (Spacial Distribution of Emission in Sacramento)
59	Air Toxic Hot Spots ATEDS Reporting Forms

INSTRUCTIONS FOR FILLING OUT MS Word ELECTRONIC FORM

The California Records and Information Management (CalRIM) Program of the Department of General Services will review schedules for compliance with their Records Retention Handbook, Records Retention Schedule Guidelines and the records retention section of the California Acquisition Manual. The Chief of State Archives in the Office of the Secretary of State will review schedules for records series worthy of preservation for historical or research purposes. Titles, and descriptions of records listed on the schedule must be sufficiently detailed to insure understanding by persons unfamiliar with the business process of the department. For additional information concerning the scheduling of records refer to the aforementioned publications available on the DGS website (www.dgs.ca.gov).

* The attached form is formatted as a table; therefore, to add line items after page two, add additional rows to make formatting easier and consistent.

1. Department that the schedule belongs to.
2. Enter the appropriate billing code of the department.
3. Enter page numbers and total pages (e.g. 1 of 3, 2 of 3)
4. Division/ branch/ section within the department.
5. Address of the division/ branch/ section.
6. Double Click on the box if submitting a new schedule.
7. Double Click on the box if submitting a revision to previous schedule.
8. Double Click on the box if amending pages of a previous schedule.
9. Each department should establish it's own system of numbering schedules. Enter the assigned number on each page.
10. Enter the date schedule was prepared.
11. Enter total number of pages of the schedule.
12. Enter the total number of cubic feet for all items scheduled (round off to nearest cubic foot).
13. If applicable, enter the schedule number from the previous schedule.
14. If applicable, enter the approval number assigned to the previous schedule.
15. If applicable, enter the CalRIM approval date shown in block 28 of the previous schedule on STD 73 Rev.6-02. (Block 22 if referring to STD 72 Rev. 2-96 on the previous schedule.
16. If applicable, enter the total number of pages included on the previous schedule.
17. Enter the mission/functional statement for the entity responsible for the records described on the schedule.
18. Signature of manager responsible for the records.
19. Manager's title.
20. Manager's phone number.
21. Date schedule signed by the manager.
22. Signature of the department's records management analyst (RMA).
23. Enter the official state classification of the department's RMA, i.e., Record Management Analyst I, Business Services Officer I, etc.
24. Name of the RMA.
25. RMA's phone number.
26. Date schedule is signed by the RMA.
27. Signature of CalRIM consultant.
28. Approval number assigned by CalRIM consultant.
29. Date schedule signed by CalRIM consultant.
30. This date is computed by adding five years to the date shown in Block 29.
31. This block is checked by the California State Archives if the schedule does not contain archive or long term reference records.
32. This block is checked by the California State Archives if the schedule contains material subject to archival review.
33. Signature of Chief of Archives or designated representative.
34. Date schedule is signed by Archives.
35. Enter the CalRIM Approval number shown in block 28.
36. Page numbers will automatically be entered in this field starting at page 2
37. Item numbers must be sequentially assigned beginning with number 1 on the second page of the schedule.

STD.73 (REV. 6/2002)
RECORDS RETENTION SCHEDULE

38. Enter cubic feet of records (office and departmental) contained in each item (round off to nearest cubic foot). Leave blank when scheduling electronic/magnetic records.
39. This column is used by the Chief of Archives to designate records which may be of historical value. If the notation "Notify Archives" appears in this column, the Secretary of State's Archive Unit must be notified before the records can be destroyed or transferred (SAM Section 1673.1).
40. Exact title of the records series must be entered in this column. The same title must also be used on the Records Transfer List, STD 71, if the records are later transferred to the State Records Center. **Do not delete** records for a discontinued program until all such records (including any stored at the Records Center) have been destroyed or ownership transferred to another entity. Acronyms must be spelled out in full the first time they are shown on the schedule.
41. Enter the appropriate storage media code for the series of records described; P-- paper (except for computer printouts); C -- computer printouts; M--magnetic or electronic (computer hard drives, computer tapes or disks, or word processing discs); D -- diazo microfilm or microfiche (working copies); S -- Silver halide microfilm; RM -- Removable Media consisting of ZIP, JAZ, etc.; CD -- Compact Disk, etc.; OD -- Optical Disk; RAID (redundant array of independent disks).
42. Enter an "X" if the series of records is considered vital (essential) to department operations. Vital records require special protection from loss through the use of vault storage, microfilm, CD, magnetic tape or similar storage media. Enter the method of protection used in Column 48 (Remarks).
43. Enter the length of time the records series will be retained in the office. For records such as active license files or active tax accounts, enter the word "Active" in this column. Then enter the length of time (if any) the records will be held in office space when they are no longer active. In these cases Column 48 must state the event which terminates the active life of the records. Intermediate terms (such as, "indefinite" or "continuous") must be avoided unless specifically stipulated by law or government code.

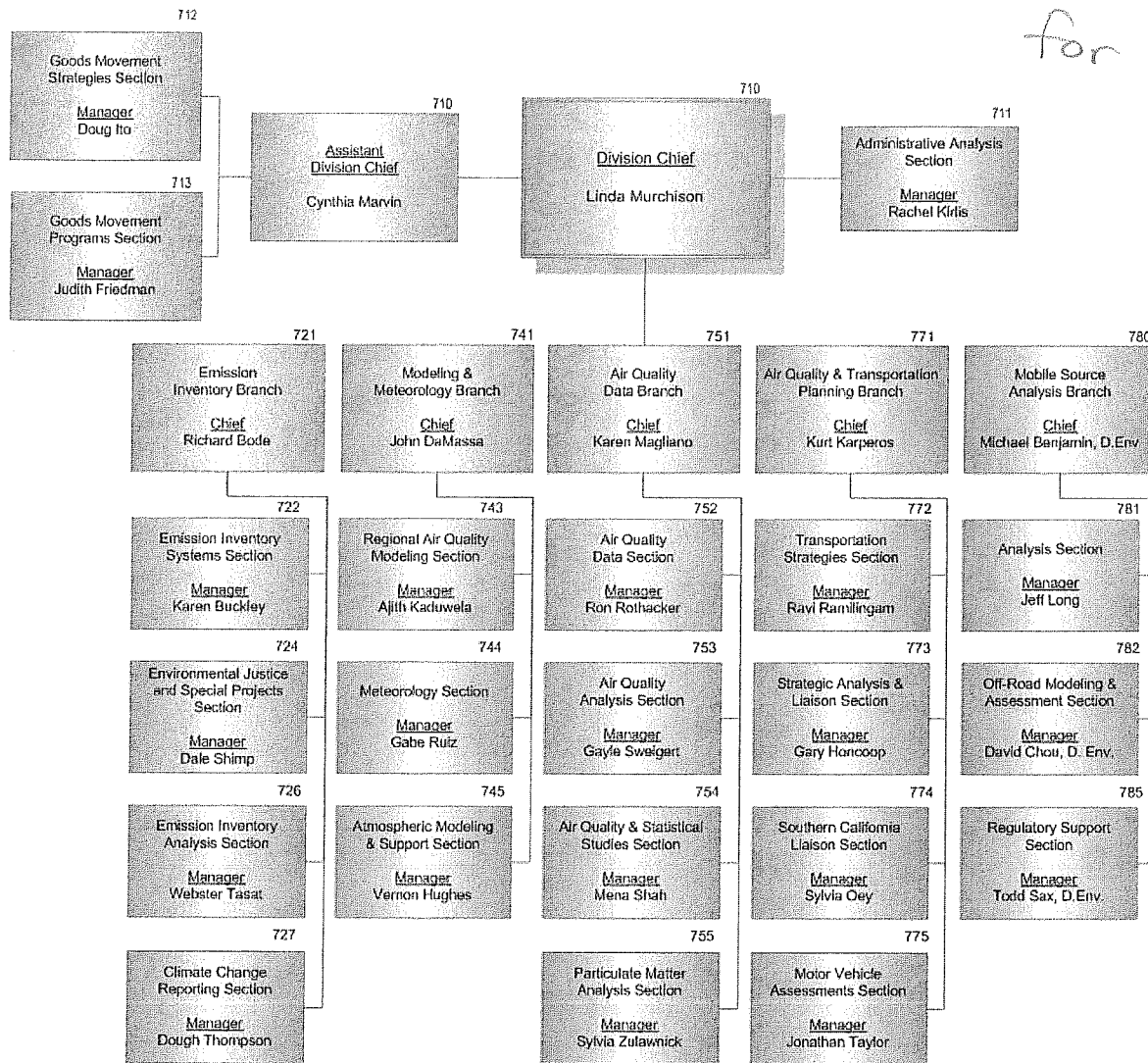
STATE OF CALIFORNIA -- DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

44. Records removed from office space and retained in less expensive space (such as basement or other storage area) are considered to be department stored.
45. Records should be stored in the State Records Center when they meet the eligibility test of Section 1681 of the State Administrative Manual. The number of years records will remain in the Records Center must be entered in this column.
46. Enter the total number of years from Columns 43, 44, and 45. Include the active periods, if any.
47. PRA (Exemption) and IPA
 - a. Enter an "X" if the record is exempt from disclosure under the provisions of the Public Records Act. (Records so identified must show the authority for such exemption in Column 48.)
 - b. When the record is exempt from disclosure, but the data subject is allowed access under the provisions of the Information Practices Act, enter an "I".
48. Enter information which will explain or clarify treatment of the records, such as citations from the Public Records Act (Government Code Section 6250 et seq.) Information Practices Act (Civil Code Section 1798 et seq.) or other State or federal statutes, the State Administrative Manual (SAM), California Acquisition Manual (CAM), State or Federal audit guidelines, Attorney General's instructions, or agency policy statements, etc. Other helpful information includes, but is not limited to:
 - a. Events that trigger purging, updating or transferring records, or that terminate active status.
 - b. Cross references to previous retention schedules under which material is stored at a records center, such as "See superseded Schedule 58, Item 166, Approved 88-200."
 - c. Type of destruction required when the records have reached the end of their retention period (such as, confidential witnessed destruction).
 - d. Authority that stipulates the retention period of a record series.
 - e. Authority that exempts disclosure of information to the public.

Prepare three copies of the schedule and forward all to the California Records and Information Management Program (CalRIM), 707 3rd Street, 2nd Floor, West Sacramento, California 95605, interagency mailing address is Z-1.

This form is provided in MS Word for your convenience. If the required fields or format are altered in any way, CalRIM will not accept the form.

Hi Syd
Here is an org chart
for the ARB
division we
are visiting



Webster
323-4950

Linda Murchison, Chief, Planning and Technical Support Division